

# Princess Jaezelle R. Diaz

Quezon City, Metro Manila, Philippines | +63 963 441 4252 | [jaezellediaz07@gmail.com](mailto:jaezellediaz07@gmail.com)

---

## EDUCATION

**Polytechnic University of the Philippines, Quezon City Branch**

Bachelor of Science in Information Technology

Expected Graduation: July 2027 | GPA: 1.64

---

## EXPERIENCE

**Data Entry Specialist, Self-Employed**

*August 2023 – October 2025*

- Processed and entered large volumes of data with 99% accuracy into various database systems
- Conducted data verification and quality checks to ensure information integrity
- Created and maintained spreadsheets and databases for inventory tracking and record management
- Generated reports and data summaries for client analysis and decision-making
- Streamlined data entry processes, reducing turnaround time by 30% through automation techniques

**Virtual Assistant, Self-Employed**

*August 2023 – January 2025*

- Provided comprehensive administrative support to multiple clients, managing calendars, emails, and scheduling across different time zones
- Coordinated communication between clients and stakeholders, ensuring timely responses and follow-ups
- Organized and maintained digital filing systems, improving document retrieval efficiency by implementing standardized naming conventions
- Prepared reports, presentations, and correspondence using various productivity tools
- Handled customer inquiries and provided solutions, maintaining a 95% client satisfaction rate

**Freelancer, Self-Employed**

*September 2023 – December 2024*

- Completed diverse projects including document editing, translation services, and graphic design for international clients
- Managed project timelines and deliverables independently, consistently meeting deadlines
- Communicated effectively with clients to understand requirements and deliver customized solutions
- Maintained detailed records of project specifications, revisions, and client feedback

**Project Manager, Self-Employed**

*December 2023 – November 2024*

- Coordinated multiple concurrent projects from initiation to completion, ensuring alignment with client objectives
  - Developed project timelines, milestones, and deliverable schedules using project management tools
  - Allocated resources effectively and monitored project progress to identify and resolve bottlenecks
  - Facilitated communication between team members and clients to maintain project transparency
-

# SKILLS

**Programming Languages:** HTML, CSS, Java, Python

**Tools & Platforms:** Google Sheets, Microsoft Excel, Canva, Visual Studio Code

**Core Competencies:** Data Entry, File Management, Document Editing, Translation, Administrative Support, Project Coordination, Client Communication, Time Management

**Languages:** English (Professional Working Proficiency), Filipino (Native)